
Subject: Homeless Clients

Effective Date: August 1, 2006

Revised from: October 1, 2004

Policy: Homeless individuals and families, by nature of their situation, are at high risk for inadequate nutrition. Every effort should be made to certify homeless individuals as soon as possible. (Refer to CRT 02.00.00 Processing Standards). A homeless person is defined as someone who lacks a fixed regular nighttime residence or someone whose primary nighttime residence is:

- A supervised publicly or privately operated shelter designed to provide temporary living quarters, e.g. welfare hotel, congregate shelter, Rescue Mission, Battered Women's Shelter, motel.
- An institution that provides a temporary residence for persons intended to be institutionalized.
- A temporary accommodation at the home of another individual, such as a friend or relative. This temporary accommodation cannot exceed 365 days.
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodations for human beings, e.g. tent, car, park, hallway, abandoned building, doorstep.

Reference: CFR §246.2, CFR §246.7

Procedure:

The following considerations should be made regarding certification of homeless applicants.

- Transportation can be more of a problem with this population. Appointment scheduling should be flexible.
- When processing these individuals and gathering information, staff should be sensitive to the individual's situation. WIC procedures and certification should be thoroughly explained.
- An applicant must reside within Kansas; however, they are not required to have a permanent address. A mailing address is requested for mailing notices. The address of a shelter, relative, or friend may be used.
- When an individual is homeless, they may have no source of income or support. (Refer to CRT 06.02.02 Zero Income). If this is the case, staff should make appropriate documentation in the client record.
- A homeless client may not have the facilities to store or use WIC foods. Discuss with the client the option of tailoring the food package by using alternate food packages and/or

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spreading the food package over more checks for the period. Offer specific education concerning use and storage of foods.

- Homeless applicants must be referred to appropriate local health and social service agencies such as local Food Stamps, Temporary Assistance to Families, and Medicaid services, food pantries/meal programs, shelters, and legal services.